

DRAFT

CHAPTER 1

GENERAL

1. **Purpose.** This publication prescribes the policies and procedures (SOP) for the operation and maintenance of the Fixed Tactical Internet Lab (FTI) and COMSEC account

5D4509-61

2. **Responsibilities.**

a. *The Fixed Tactical Internet Operator is responsible for the day-to-day installation, setup, initialization, testing, maintenance, operations and customer satisfaction for the US Army's Fixed Tactical Internet (FTI) at Ft. Hood, Texas. Operator receives, secures, generates, issues, and maintains COMSEC materials. Responsible for service support to include the scheduling and performance of routine use, preventive maintenance procedures, modifications, engineer changes, troubleshooting, and repairs.*

b. *The COMSEC custodian is directly responsible to the manager for the management and control of all COMSEC accountable material held. The duties of the COMSEC custodian are outlined in Chapter 2, TB 380-41. The alternate COMSEC custodian is responsible for the continuity of operations in the absence of the COMSEC custodian. He/She will be able to assume the responsibilities of the COMSEC custodian as defined in Chapter 2, TB 380-41.*

3. **Changes.** Changes to this SOP will be directed as pen and ink or page changes. All directed changes would be effected immediately.

CHAPTER 2

MISSION AND ORGANIZATION

1. Mission.

a. To provide the FTI with secure communications between units using Enhanced Positioning Location Reporting System (EPLRS) at Ft. Hood, Texas. To maintain, issue, and account for COMSEC materials issued to the Lower Fixed Tactical Internet by the COMSEC custodian or his/her alternate.

b. To provide accounting, storage, and issuing facilities as necessary to accomplish the Lower Fixed Tactical Internet mission of the III Corps G-3 for Training and Support at Ft. Hood, Texas.

c. To render reports to appropriate headquarters as required by TB 380-41 and other applicable instructions.

2. **Organization.** The FTI is established to setup, operate, and maintain secure communications between FBCB2 units at Ft. Hood, Texas. Personnel administering the Hand Receipt Holders account will be assigned to the Lower Fixed Tactical Internet and employed by the ANTEON Corporation and will be under direction of the III Corps Battle Command Training Branch (BCTB).

3. **Facilities.** In order to fulfill the mission as stated above, Ft. Hood and III Corps G-3 through the Battle Simulation Center, The FTI has the following facilities:

a. Office Space and FTI Lab; Building 22028 Room 117.

b. Tower Location:

AT&T	Location: PV189473
Crittenberger	Location: PV288600
Dalton MUR	Location: PV218708
Owl Creek	Location: PV181643
Jack Mountain MUR	Location: PV167576

West Ft. Hood Location: PV108388
Topsey Location: NV994556
ENM Main Tower Location: PV170474
439 Water Tower Location: PV4054543372

c. COMSEC hand receipt 5D4509-61 provides cryptographic support for the training mission of the FTI of Ft. Hood and III Corps.

d. Bldg 22028 Room 117 has one GSA Approved safe (Number 1), which provides secure storage for COMSEC hand receipt 5D4509-61.

CHAPTER 3

TRAINING

1. General.

All FTI Operators must ensure that they achieve the required hours of Continuous Technology Refresher training. All personnel assigned to the FTI and/or responsible for safeguarding COMSEC material must be qualified and capable of performing the duties assigned.

2. Fixed Tactical Internet Operator

Will use training and job assignments to facilitate learning. FTI operator must remain proficient in the operation of EPLRS, FBCB2, and ENM software as it become available.

3. COMSEC Custodian/Alternate.

- a. Appointed, as COMSEC Custodian or Alternate He/She must have prior experience as a COMSEC custodian or alternate and successfully complete the Standardized COMSEC Custodian Course within six months of appointment IAW TB 380-41.
- b. The COMSEC custodian is responsible for insuring all COMSEC hand receipt holders and COMSEC material users have the proper security clearance, need-to-know, and awareness of responsibilities for safeguarding COMSEC material prior to issue.

CHAPTER 4

SCHEDULING

1. References. Ft. Hood Reg 350-40, Ft. Hood Pam 350-18

2. General. Scheduling of the FTI will be done through the Range Facility Management Support System (RFMSS) for use by Battalions and below. If unit requires the FTI to manned more than the scheduled hours (i.e. extended, weekend, 24 hour operations, or On Call) coordination must be made at least 30 days in advance. (Appendix A)

3. Requirements. The unit must have at the FTI:

- a. Memorandum stating who may receive classified digital keys (Appendix B.)
- b. Memorandum stating how the unit plans on storing the classified digital keys (Appendix B.)
- c. The unit must also provide a list of the RSID's that will be used during that scheduled period.
- d. Units may request an Over the Air-Re-Key (OTAR) by submitting a memorandum with a list of the RSID's to receive the OTAR. The OTAR occurs the duty day prior to the next segment of key issue. All Radios that received the OTAR must be up and error free to receive the advance that will be conducted at 0700 hrs on date of new segment change.
- e. The unit may receive digital keys between the hours of 0630 - 1730 during weekdays. The Fixed Tactical Internet Lab is not manned on weekends or hours other than those posted above. Manning of the FTI other than normal duty hours maybe coordinated by calling 288-7458 for further instructions.
- f. A new memorandum is required after 1 year or when the Commander, Security Officer or any personnel on the memorandum has a status change such as (PCS, name change or Clearance status change.)

CHAPTER 5

SECURITY

1. References: AR 380-5, AR 380-40, TB 380-41, Ft. Hood and III Corps physical security plan, and Ft. Hood and III Corps physical security manual.

2. General. A high degree of security will be maintained at all times. Procedures and instructions in applicable regulations and directives pertinent to security will be adhered to.

3. Vault Door and Security Containers. The Standard Form 702 will always have appropriate entries on any occasion when a security container is opened or closed.

c. The daily security check of the security container will be accomplished IAW TB 380-41.

d. When anyone who is assigned duties in the FTI either terminates employment, or assigned permanent duties elsewhere, all combinations known by that individual will be changed IMMEDIATELY.

e. Whenever any security container is open; admission to the FTI Facility will be restricted to properly cleared personnel.

4. Daily Inventory of COMSEC Material. All keying material will be inventoried on a daily basis, as necessary, IAW TB 380-41 and recorded on DA Form 2653-R (COMSEC Account-Daily Shift Inventory).

4. Other specified material: COMSEC equipment, KAO's, KAMS, etc., will be inventoried as directed by the IASO/custodian.

5. Area Security Check. An Area security check will be made at the end of each workday IAW TB 380-41. The SF 701 will be used to record the information required by the individual performing the check.

6. Classified and Unclassified Waste.

a. Classified Waste: Using the shredder provided within the FTI lab, all classified paper waste will be destroyed. Staples will be removed from documents or papers that are to be shredded. The paper will not be crumpled but placed flat and unwrinkled in the shredder.

b. Unclassified Waste: Unclassified waste, such as coffee cups, cigarette residue, candy wrappers, etc.; will be placed in trash bags located in the facility. This waste will be disposed of in the dumpster located to the rear of Building 22028. DO NOT use the waste paper receptacles in building 22028 latrines to dump waste.

7. Door and Security Container Combinations:

The combinations of locks used to secure the COMSEC information in storage areas or containers will be safeguarded, changed, and recorded IAW AR 380-5. Combinations will be recorded on SF 700 (Security Container Information) and will be kept on file in the G-3 Security Manager's vault at III Corps HQ's.

8. Inspections. Inspections of the Lower Fixed Tactical Internet Lab facility will be conducted IAW AR 380-41.

CHAPTER 6 COMSEC ACCOUNTING

1. **References.** AR 25-400-2, AR 380-40, and TB 380-41.

2. **General.** COMSEC account 5D4509-61 supports the FTI at Ft. Hood, Texas and III Corps. The FTI receives COMSEC from III Corps COMSEC and issues COMSEC to units for use in their Digital Transfer Device (DTD), it is expected that all personnel assigned duties in the Fixed Tactical Internet Lab will be familiar with all areas of COMSEC accounting.

3. **Administration.**
 - a. COMSEC accounting files will be maintained IAW AR 25-400-2.

 - b. Reports, correspondence and files will be classified according to contents and marked IAW the provisions of AR 380-5 and AR 380-40.

 - c. All outgoing COMSEC Material will be signed for by the unit/person receiving the COMSEC Material on DA 5251-R in accordance with TB 380-40. The receiving person must have a signed COMSEC hand receipt holders form on file in the FTI Office.

 - d. All incoming COMSEC must arrive through the III Corps COMSEC Office.

CHAPTER 7

SAFETY

1. **General.** Extreme care must be taken when working around electrical equipment to prevent shock. It is imperative that when any electrical malfunction of COMSEC lab equipment is noted, qualified maintenance personnel be notified in order to correct the deficiency. A first Aid Kit for minor injuries can be found on the west wall near the large safe on a safety board, which is marked as such for high visibility.

2. **Electrical Shock.** In the event that electrical shock takes place and the victim is unconscious, the individual discovering the accident must:

a. Immediately telephone for the ambulance (911).

b. Attempt to remove victim from source of shock; i.e., loop non-conducting material (Belt) around victim's foot and pull away. DO NOT TOUCH VICTIM UNLESS ELECTRICAL POWER CAN BE SHUT OFF!

c. If victim has stopped breathing, begin mouth-to-mouth resuscitation until ambulance and medical personnel arrive.

CHAPTER 8

MAINTENANCE

1. **General.** In order to uphold the FTI mission of Ft. Hood and III Corps all equipment within the Fixed Tactical Internet Lab, it's outlying towers, and all equipment issued on hand receipt must be properly maintained and in working order.

2. **Responsibilities:**

a. Manager of the FTI is responsible for the implementation of maintenance procedures within the FTI Lab.

b. IAW TB 380-41, the IASO is responsible for insuring COMSEC equipment is modified only as authorized and modifications installed IAW Department of the Army instructions.

c. All users of the equipment are responsible for the performance of first echelon maintenance each day or each time the equipment is used if usage is not on a daily basis. Additionally, all users are responsible for reporting problems and/or deficiencies requiring maintenance support.

3. **TMDE Equipment.** The FTI signal generator will be scheduled for calibration by the supporting III Corps maintenance shop. Since the signal generator is not used for maintenance purposed, calibration will be performed as mandated on equipment.

4. **COMSEC Equipment.**

a. Tactical COMSEC equipment.

The hand receipt holder on DA Form 5504 to the electronics will submit request for maintenance of tactical COMSEC equipment and communications shop of the TDA support Maintenance Activity. All maintenance of classified COMSEC equipment will be performed on-site at the FTI or in an approved COMSEC facility.

- b. Fixed Station COMSEC equipment.
Request for maintenance of fixed station COMSEC equipment will be coordinated with Corps G-6 COMSEC at Ft. Hood, Texas.
- c. DA Form 2407 (Maintenance Request) or DA Form 5504 (Automated Maintenance Request) will serve as a hand receipt for those items of COMSEC equipment turned in for repair and return.
- d. The IASO/custodian must ensure only certified cryptographic repair personnel with a current DD Form 1435, (COMSEC Maintenance Training and Experience Record) are authorized to perform maintenance on COMSEC equipment.
- e. All COMSEC parts required for repair of cryptographic equipment will be obtained through COMSEC account 5D4509-61. Arrangements for replacement of parts identified as DX item will be coordinate with the class IX account holder for the FTI program.
- f. The FTI will arrange maintenance support for all COMSEC equipment on hand receipt.

GEPRGOE MCATEER
DAC, GS-12
Chief, Battle Command
Training Branch

Appendix A

Fixed Tactical Internet

- Purpose:** Provide units with basic knowledge/information of FTI scheduling, operation and required documentations in order to receive FTI support.
- Location:** Bldg.22028, Room 117. Building 22028 is the CCTT building to the west and on the South side of South Range Road across from the pistol ranges.
- Phone Number:** 288-7458 Cell phone number: 702-5811.
- Hours of Operation:** The FTI net is up 24/7. The office is normally open for business 0600 to 1800, Monday through Friday. Any Scheduling of the FTI for hours other than those listed must be submitted in writing through the units BDE and/or Division to III Corps G-3 AC of S Digital Training Division (288-1807 or 288-6715). This request must be approved 30 days in advance to facilitate scheduling of the FTI Personnel. If the request is less than 60 days, the Digital Training Division with coordination of the FTI will approve on a case-by-case basis.
- Required to use FTI:**
- 1). Unit database.
 - a) Radio Set Identification (RSID)
 - b) Unit Role Number (URN)
 - c) Role Name of Radio/FBCB2
 - d) Local Control Number (LCN) or Needlines
 - e) Which type of Digital Transfer Device software used and is operational
 - a. ANCD
 - b. CT3
 - f) EPLRS version # 9.43
 - 2). COMSEC Requirements
 - a). MFR of who is authorized to draw COMSEC keys from the FTI. (Appendix B)
 - b). MFR on key storage. (Appendix C)
 - c). Call FTI for appointment to draw COMSEC keys.
 - d). A signed COMSEC Hand Receipt Holder Responsibilities briefing.
 - 3). Scheduled FTI in RFMSS per SOP
 - 4). Point of Contact with phone number (whether in garrison or field).
- Scheduling FTI:** FTI is scheduled using Range Facility Management Support System (RFMSS) to provide the following reports to III Corps
- 1) Units scheduled and using FTI,
 - 2) Units scheduled and not using FTI,
 - 3) Unit with current keys using but not scheduled.

- Drawing Keys: Digital keys change on the 1st and the 15th of the month. If the 1st or the 15th falls on a weekend, the new keys will be issued on the following normal duty day. The bulk of our keys are issued on these days. Please coordinate ahead of time for an appointment to get your keys. Normal key issue time is from 0700 to 1700. Key usage is also reported to CORPS.
- OTAR: If a unit wishes to have their EPLRSs Over The Air Re-key (OTAR), they must provide the FTI with a list of RSIDs that they want to receive the OTAR. Normally, it takes approx. 3 – 7 minutes to OTAR each RS. Normally, the OTAR occurs on the 14th and the last day of the month. The advance to the new key then happens on the 1st and the 15th unless the 1st or the 15th falls on a weekend, and then the advance will be at 0630 – 0730 on the following normal duty day.
- Entering the Net: Once a unit has been scheduled in RFMSS and has drawn keys, they may enter our net on the dates scheduled by the unit. These are the steps to enter the net.
1. Start the vehicle and turn on the EPLRS Radio. (Do not turn on the INC or FBCB2 at this time)
 2. Check the URO to verify your Radio Set Identification (RSID) hex and the Guard Channel. If you do not know what RSID or Guard Channel is supposed to be contact your BN S-6. The Guard Channel will be assigned at the time the BN Communications personnel receive the keys.
 3. If the RSID and Guard Channel are correct, using the ANCD, input the Classified Digital key.
 4. Observe the Alarm light, it should go out. Then observe the “out of net” light, it should be blinking once a second. Once the “out of net” starts blinking once every 4 seconds, Then the EPLRS radio has entered the net. Depending on how many radios are coming into the net the FTI will configure the radios. This process takes approximately 1-3 minutes. When the radio is configured by the FTI, the radio will be rebooted. This will cause the “out of net” light to start blinking once every second. When the light start blinking once every four seconds, turn on INC and FBCB2, this should activate your LCN’s. DO NOT turn the radio off until you have verified, with the communications representative of your unit, that the radio has been configured and that it has no errors.
 5. BN S-6 or his Representative should contact the FTI at 288-7458/ 702-5811 /288-5901/288-5907 to assist in resolving problem and verifying configuration of the EPLRS radio with the FTI.

Leaving the Net:

It is recommended that each unit, configured by the FTI, have that configuration removed before exiting the FTI. The FTI can do this over the air. This process will take about 3-10 Minutes per radio and the FTI can only do 1 radio at a time.

If the unit does not want the FTI to reconfigure the radios the unit can reset their radios to remove the configuration manually by changing the RSID of the Radios recycle each radio then reset the RSID to the correct RSID. This process removes the CCA lines out of the radio.

If the unit knows for SURE that they are going to use the FTI next and not go back to the NCS there does not have to be a change. But, if you are transferring between the FTI and the NCS or the NCS to the FTI this process should be followed.

APPENDIX B

EXAMPLE

DEPARTMENT OF THE ARMY
1st Battalion 36th Infantry
3rd Armored Division
Fort Hood, TX. 76544

UNIT OFFICE SYMBOL
REQUEST

DATE OF

TO: CORPS DEPUTY G3 FOR TRAINING AND SUPPORT
ATTN: FTI

MEMORANDUM FOR RECORD

SUBJECT: Authorization to pickup COMSEC and EPLRS keys
from the Fixed Tactical Internet site.

1. The following personnel are authorized to pickup
COMSEC and EPLRS keys for the 1st Battalion, 36th
Infantry.

1LT Tentpeg, Joe E. HHC	123-45-6789
Secret Clearance	
SFC Sledgehammer, Michael HHC	234-56-7890
Secret Clearance	
(may have as many as needed)	

2. POC is the undersigned at UNIT PHONE NUMBER.

SECURITY OFFICER
RANK
S-2

COMMANDER
RANK
COMMANDING

Appendix B
This information is required in accordance with TB 380-41
Para. 4.19.2.b page 4-68.

Appendix C

EXAMPLE
DEPARTMENT OF THE ARMY
1 Battalion 36th Infantry
3rd Armored Division
Fort Hood, TX. 76544

UNIT OFFICE SYMBOL

DATE OF REQUEST

TO: CORPS DEPUTY G3 FOR TRAINING AND SUPPORT
ATTN: FTI

MEMORANDUM FOR RECORD

SUBJECT: Storage of AN/CYZ-10s with EPLRS keys received from the Fixed Tactical Internet site.

3. The purpose of this MFR is to explain the Commander's plan for safeguarding and proper storage of AN/CYZ-10 containing EPLR keys obtained from the FTI.
4. Individual commanders are responsible for insuring that access to classified COMSEC material within their commands or organizations is properly controlled, accounted for, transmitted, and stored IAW AR 380-40 and TB 380-41. TB380-41 page 5-6, para 5.1.11.b.
5. This MFR, in addition to the one designating personnel to pick up EPLR keys, is required to receive EPLR keys from the FTI. Both will be maintained on file for one year.
6. The following are situations that should be address by the MFR.
 - A. Manner and location of storage of AN/CYZ-10s containing EPLR keys while not in use while in garrison / field.
 - B. Manner of safeguarding to prevent loss or compromise of AN/CYZ-10s containing EPLR keys while in use while in garrison / field.
7. POC is the undersigned at UNIT PHONE NUMBER.

SECURITY OFFICER
RANK
S-2

COMMANDER
RANK
COMMANDING